

Request for Gift Card Balance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the current balance on my gift card (Card Number: [Insert Card Number]). I would appreciate it if you could provide me with the balance at your earliest convenience.

Thank you for your assistance!

Sincerely,

[Your Name]